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APR 9 1957

MEMORANDUM FOR: Director of Personnel

SUBJECT : Quarterly Report of Medical Staff Career Service

REFERENCE : Memorandum from Chairman, CIA Career Council,
Subject: Reporting Activities of the Career Services, dated 25 February 1956

1. As requested in referenced memorandum, this report of activities of the Medical Staff Career Service for the quarter ending 31 March 1957 is submitted.

2. Organization and Policy

The organization of the Medical Staff Career Service Board, as outlined in Medical Staff Regulation No. 7-55, as amended, was unchanged during the quarter. In the interest of economy of the Board's time, however, procedures were changed to remove certain routine matters from specific consideration by the Board. These matters are: assignment of clerical personnel below GS-6, Periodic Step Increases, Fitness Reports and Training Evaluation Reports except those that obviously merit specific consideration, and requests for extension of overseas tours. These matters may, however, become a specific agenda item at the request of any Board member.

3. Statistics of Board Operations for This Quarter

a. Number of meetings	: 8
b. Assignment actions	: 5
c. Promotion actions	: 6
d. Career Staff Applications	: 1
e. Fitness Reports reviewed	: 23
f. Training Evaluation Reports reviewed	: 6
g. Field Reassignment Questionnaires reviewed	: 1
h. Career Preference Outlines reviewed	: 8

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- i. Change of Service Designation: 1
- j. Extension of Overseas Tour : 1

4. Competitive Promotion

The competitive promotion system required by CIA Regulation 20-580 was the subject of several Board meetings during this quarter. A report on the implementation of this system was submitted to DD/S on 15 March 1957. This report pointed out that several of the procedures required by the system have been in effect in the Medical Staff for some two years, and that no difficulty is anticipated in having the system fully installed by 1 January 1958. The GS-11 personnel will be the initial group to be integrated into the new procedure. Several procedural matters, however, remain to be resolved, and the advisory assistance of the Office of Personnel Placement Officer for the Medical Staff is continuing.

SIGNED

JOHN R. TIERJEN M.D.

JOHN R. TIERJEN, M. D.
Chief, Medical Staff

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MS/ASD, [REDACTED] :jv (9 Apr '57)

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